

A.D. 3.7, Inmate Monies

Prepared for signature 1/29/02 - effective 2/8/02

1. Policy. The Department of Correction shall act as the fiduciary agent and maintain a financial management system to handle inmate monies.
2. Authority and Reference.
 - A. Connecticut General Statutes, Sections 4-32, 4-33, 4-33a, 4-57a, 18-81 and 18-85.
 - B. Regulations of Connecticut State Agencies, Section 18-81-33.
 - C. State of Connecticut, Office of State Comptroller, Policy Services Division, Accounting Procedures Manual, Activity and Welfare Funds.
 - D. American Correctional Association, Standards for Adult Correctional Institutions, Third Edition, January 1990, Standards 3-4045 through 3-4047.
 - E. American Correctional Association, Standards for Adult Local Detention Facilities, Third Edition, March 1991, Standards 3-ALDF-1B-19 and 3-ALDF-1B-20.
 - F. Administrative Directives 3.2, Handling of Funds; 3.5, Correctional General Welfare Fund; 6.10, Inmate Property, 10.6 Inmate Visits; and 10.7 Inmate Communications.
3. Definitions. For the purposes stated herein, the following definitions apply:
 - A. Closed Account. A discharged inmate's account with no balance.
 - B. Contraband Funds. Any unauthorized funds found in an inmate's possession.
 - C. Counterfeit Funds. Any funds determined to be of a fraudulent imitation or facsimile of genuine.
 - D. Disbursements. Any authorized funds paid out of an inmate's account.
 - E. Lockbox Envelope. An envelope used to send funds to an inmate.
 - F. Open Account. An account for an inmate currently in custody.
 - G. Purged Account. An unclaimed account balance that has been transferred to the Correctional General Welfare Fund.
 - H. Receipt. A sequentially-numbered document acknowledging that a sum of money has been received.
 - I. Receipts Journal. A form used to create a permanent record of all receipts.
 - J. Remitter. A person who is on the inmate's approved visiting to send funds for that inmate in accordance with Administrative Directives 10.6, Inmate Visits and 10.7, Inmate Communications.
 - K. Special Request. A written application for release of an inmate's own funds to be disbursed when authorized by appropriate facility personnel.
 - L. Trust Fund System. A computerized accounting system that tracks and maintains inmate monies.
 - M. Unclaimed Account. A discharged inmate's account with a balance remaining on hand.
4. Receipts. An Official Receipt, Attachment A, shall be issued for cash or other negotiable instruments received for an inmate's benefit, including cash for bonds or fines.

5. Receipts Journal. Any monetary remittance shall be recorded in the Receipts Journal, Attachment B. The Journal shall denote date, receipt number, inmate name, inmate number, amount, receiver's signature and type of receipt. It shall be signed by the authorized individual preparing the receipt.
6. Monetary Remittances Guidelines. Any authorized monetary remittances shall be handled in accordance with Administrative Directives 3.2, Handling of Funds and 6.10, Inmate Property. The following guidelines shall apply:
 - A. Admissions. All monies confiscated upon admission shall be recorded and retained in an inmate account.
 - B. Mail. An inmate may only receive certified, payroll, cashier, or government checks or money orders through the mail sent to a designated location from an individual on the inmate's approved visiting list or an individual that has received prior written approval from the Unit Administrator. Any unacceptable funds received through the mail shall be returned to the sender with a Returned Letter or Funds Notification, Attachment C, indicating the reason for the return.
 - C. Discharged Inmate. Any authorized monetary remittances received for an inmate who has been discharged shall be returned to the sender.
 - D. Bonds and Fines. Only U.S. currency, cashiers check, certified checks, or a Department of Correction Inmate Fund check shall be accepted for payment of bonds and fines.
 1. All monies shall be recorded on a sequentially prenumbered Official Receipt Form, Attachment A. The court appearance date and the court identification number shall be clearly marked.
 2. Each Official Receipt Form, Attachment A, shall be recorded in a Receipt Journal, Attachment B. Each journal entry shall be signed by the authorized staff member issuing the receipt.
 3. Each cash bond posted shall be documented in accordance with procedures issued by the Director of Fiscal Services.
 4. Bond monies shall be deposited into a bond account within the Inmate Fund.
 5. A check will be issued for each bond/fine from the bond account within the Inmate Fund. Each check shall be made payable to the respective court with the inmate name and number noted in the memo section. All related documents shall have the receipt number denoted on them and be transmitted with the check to the appropriate court.
 - E. Contaminated Funds. Any contaminated funds, either admittance or contraband, shall be receipted separately and placed in a see-through evidence bag to allow verification without further handling. Contaminated funds must be verified and exchanged for uncontaminated funds by the Federal Reserve Bank prior to disposition.
 - F. Payment of Obligations. Inmate funds received for deposit may be withheld for payment of inmate obligations as provided by statute or Administrative Directive.

- G. Counterfeit Funds. Any funds believed to be of a counterfeit nature are to be confiscated and an incident report shall be completed. The funds shall be forwarded with a copy of the incident report to the Inmate Accounts office. Inmate Accounts will verify through the bank if the funds are legitimate or not.
- H. Lockbox Envelope. Inmates receiving funds through the mail will be required to notify the persons on their visiting list to forward the funds to a designated location using this envelope. If the information on the remitter tab is incomplete or if monies are forwarded for an inmate from someone not on their visiting list, then the funds will be returned to the sender along with Return of Funds Notification letter.
7. Transfer to Inmate Accounts. Any cash, monetary remittances, receipts and a copy of the Receipts Journal, Attachment B, shall be transmitted to the appropriate Inmate Accounts Office as often as necessary but not less than once each business day. The Receipts Journal, Attachment B, shall be used to transmit the funds to the Inmate Accounts Supervisor. Upon receipt of the cash and Receipts Journal, the Supervisor or designee shall verify the Receipts Journal.
8. Deposits. All monies belonging to the fund shall be deposited in accordance with Administrative Directive 3.2, Handling of Funds.
9. Open Account. An account within the fund shall be maintained for each inmate. Additional deposits and disbursements shall be made to or from the account until such time that the inmate is transferred or discharged from the district. Each inmate's account balance shall be updated for every transaction.
10. Daily Inmate Fund Reconciliation. Inmate Fund account balances shall be reconciled to the automated General Ledger daily.
11. Disbursements. An inmate's account balance shall be verified for adequate funds prior to authorized disbursements. Disbursements from an inmate's account shall be made for commissary purchases, approved special requests to an individual on an inmate's approved visiting list or to an individual with prior written approval from the Unit Administrator, fees, bonds, restitution, fines, discharges and other purposes as authorized by the Commissioner or designee.
12. Disbursements to a Private Bank Account. Inmates may deposit personal funds in a bank authorized to do business in Connecticut. Department of Correction staff shall not handle or administer transactions from any private inmate account.
13. Special Request. A special request for disbursement from an inmate's own account may be made by the inmate, utilizing the Special Request form, Attachment D. The special request form shall be signed by the inmate in the presence of the Counselor. The counselor shall forward the signed special request form to the Unit Administrator or designee for approval. Copies shall be marked approved and signed by the Unit Administrator or designee. The special request form shall be used as the data entry source for posting to the inmate's account.
14. Closed Accounts. Upon release or discharge the inmate's account balance

shall be given to the inmate, or made available by the next business day. If the check is not picked up the next business day, it is mailed to an address provided by the inmate. The reconciling and check cutting transactions shall close the account. Closed account records shall be retained until audited by the Auditors of Public Accounts.

15. Unclaimed Accounts. A "good faith effort" shall be made to contact a discharged inmate in accordance with Administrative Directive 6.10, Inmate Property. Any funds in the inmate's account not claimed within one (1) year from the date of discharge shall be forfeited by the inmate and transferred to the Correctional General Welfare Fund in accordance with Administrative Directive 3.5, Correctional General Welfare Fund.
16. Contraband Funds. All unauthorized monies found in an inmate's possession shall be deposited to the Correctional General Welfare Fund in accordance with Administrative Directives 3.5, Correctional General Welfare Fund and 6.10, Inmate Property.
17. Reports. Accounting reports shall be prepared using the accrual basis of accounting. In addition all financial records shall be maintained, reconciled and submitted in accordance with the prescribed programs established by the Director of Fiscal Services. The following monthly reports shall be prepared and maintained by Inmate Accounts:
 - A. Month End Report. A summary of all General Ledger shall be generated and reconciled to the Trust Balance Sheet and Income Statement.
 - B. Trust Balance Sheet and Income Statement. This document shall include a summary of assets, liabilities, and Trust Fund balance.
18. Quarterly Report. The following quarterly reports shall be submitted to the Director of Fiscal Services no later than the 15th of each month following the end of each quarter:
 - A. Trust Balance Sheet and Income Statement
 - B. Quarterly Trust Balance Sheet Comparison
 - C. Quarterly Income Statement Comparison
19. Records Retention. Computer and hard copy records shall be maintained by Fiscal Services in accordance with standards established by the Public Records Administrator, Connecticut State Library.
20. Exceptions. Any exception to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.